Instructions for coordinating the 2008 PPLFF Treasurer's and Pass Coordinator's Information

General info: The Festival Treasurer, Bill Crissman (635-7569) shall keep a manual record of sponsorships, and Bob Armintor (471-0836) will keep an **electronic copy** as a backup. In order to accomplish this, the Treasurer shall communicate with both Bob and the Pass Coordinator via **email** for both record keeping purposes and in order that sponsors may receive important communications from the Pass Coordinator and/or Festival.

As sponsor forms arrive at the Festival PO box or by other means, the Treasurer shall send the following information to both Bob and the Pass Coordinator:

1) **Name**, **address**, **phone number** and **$ sponsorship level** of the donor. If the sponsor is a returning sponsor, and the information on the Treasurer's record sheet is correct and unchanged, then only the name and $ amount needs to be transmitted. **IF the sponsor is NEW**, or there are changes, then all of the information needs to be sent to both individuals. All information shall be entered on the record sheets. Bob will update these sheets from time to time and provide these updates to the Treasurer and Pass Coordinator.

2) The Pass Coordinator shall mail a "Thank You" note to each sponsor alerting them that their sponsorship has been received, and how many passes they will be receiving for that sponsorship. Passes will be held at the "Will Call" table until picked up by the sponsor or his/her designee.

3) At the conclusion of the Festival, the Treasurer shall mail out all **Tax Letters** to sponsors in a timely manner.

It is best to work on this paperwork on a daily basis so as to **not** create a backlog, otherwise this will adversely affect everyone.

2008 PPLFF Pass Coordinator General Info

Outlets:

Pride Center.....2508 E. Bijou 471-4GAY
Contact: Ryan Acker

Underground Bars.....10 N. Nevada Ave.
578-7771
Contact: Billy Fisher

Spice of Life.....727 Manitou Ave. Manitou Spgs.
685-5284
Contact: Michael Cornejos/Doug Lewis

Service Info:

1) The week of PrideFest, take a poster, along with brochures, and an outlet binder with passes to each outlet.

2) About 2 weeks after, call or visit the outlets to see if they need additional passes and/or brochures. Ask about sales.

3) Around the second week in August, visit outlets and pick up any monies. Give to the treasurer, Bill Crissman.

4) Keep a record of monies collected by outlet in order to track sales. This information is usually included as part of the overall Festival financial report.

5) Alma will usually provide you with pass purchases via the PO box. Those may be mailed out as soon as they come in.

6) The Thursday before the Festival (18th), visit each outlet and collect the binders with any monies and unsold passes.

After the Festival:

1) Write a brief report about the number of passes (broken down by type) sold by each outlet with dollar amounts.

2) Track pass/ticket sales at the Festival, and write a brief report tracking same.